

**Certification of Budget  
Town**

**Name**

**Portage Town**

**Fiscal Year Ended June 30,**

**2012**

Form: MB-BUD-1-2012

**Part I**

**Certification**

**ADOPTION OF BUDGET INFORMATION:**

In compliance with Utah Code Sections 10-5-107, 10-5-109, 59-2-919, through 59-9-923, as amended which states in effect:

At least seven days prior to its adoption, the mayor shall prepare for the ensuing year, on forms provided by the State Auditor, a tentative budget for each fund for which a budget is required. The council shall review, consider and tentatively adopt the tentative budget and shall establish the time and place of the public hearing to receive public comment on the budget. Before June 22, or in the case of a property tax increase before August 17, the governing body shall, by resolution or ordinance, adopt a budget for the ensuing fiscal period for each fund for which a budget is required. A copy of the final budget for each fund shall be filed with the State Auditor within 30 days after adoption.

I, the undersigned, certify that the attached budget document is a true and correct copy of the budget for the above mentioned Town and fiscal year as approved and adopted by resolution or ordinance. A public hearing meeting the requirements specified in Utah Code section (indicate below) was held for all budgetary funds.

*Utah Code*

☒

10-5-109 (no increase in tax rate - final budget adopted before June 22)

☐ 59-2-919 through 923, 10-5-109 (increase in tax rate - final budget adopted before August 17)

Date of resolution or ordinance:

6/11/2011

Public hearing date:

6/11/2011

V. Keith Wadman

Budget Officer

30-Jul-11

Date

435-866-9110

Phone Number

kwadman@frontiernet.net

Email Address

CONTINUE ON PAGE 2 WITH PART II

**Town**  
**Adopted Budget**

**Name**                      **Portage Town**  
**Fiscal Year Ended June 30,**

**2012**

Form: TN-BUD-1-2012

**Basic Form Instructions**

- 1) Budget forms submitted must present a balanced budget as required by Utah Code. Budgeted expenditures must equal budgeted revenues in the general and special revenue funds.
- 2) In the general and special revenue fund budgets, if prior year surplus amounts are to be appropriated in this budget, the amount is to be presented as a source of revenue in the budget. Also, any budgeted increase in a fund balance must be presented as an expenditure within the appropriate budget.
- 3) A copy of the final budget should be sent to the State Auditor's Office within 30 days of adoption.
- 4) Please report amounts rounded to the nearest dollar. Some items may not apply to your town.
- 5) If you have questions about the form, call Richard Moon at (801) 538-1334 or 1-800-622-1243, or send an email to richardmoon@utah.gov.
- 6) Send completed budgets electronically to sao@utah.gov or mail a printed form to:  
Utah State Auditor  
Utah State Capitol Complex  
East Office Building Suite E310  
PO Box 142310  
Salt Lake City, UT 84114

**Part II General Fund Revenues**

Source of Revenue (a)		Prior Year Actual Revenue (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
<b>Taxes</b>				
1.1	General Property Taxes - Current	13295	11981	13000
1.2	Prior Years' Taxes - Delinquent			
1.3	General Sales and Use Taxes	20011	20304	20000
1.4	Franchise Taxes			
1.5	Transient Room Tax			
1.6	Fee-in-Lieu of Property Taxes			
1.7	Cell Phone Taxes	2355	2828	2600
1.8	Other	500	2954	500
<b>Licenses and Permits</b>				
2.1	Business Licenses and Permits	151	0	75
2.2	Non-business Licenses and Permits			
2.3	Cemetery - Burial Permits			
2.4	Animal Licenses			
2.5	Building Fees	2433	250	1000
2.6				
<b>Charges for Services</b>				
3.1	General Government			
3.2	Public Safety			
3.3	Streets and Public Improvements			
3.4	Street Sanitation Charges			
3.5	Refuse Collection Charges			
3.6	Parks and Public Property			
3.7	Cemeteries			
3.8	Miscellaneous Services:			
3.9				
3.10				

CONTINUE ON PAGE 3 WITH PART II

Name Portage Town		Fiscal Year Ended June 30,	2012	
Part II	General Fund Revenue - Continued			
Source of Revenue (a)		Prior Year Actual Revenue (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	Fines and Forfeitures			
4.1	Fines			
4.2	Forfeitures			
4.3	Other:			
4.4	Other:			
	Intergovernmental Revenue			
5.1	Federal Grants			
5.2	State Grants	0	48405	0
5.3	State Shared Revenue			
5.4	Class "C" Road Fund Allotment	23135	24204	24000
5.5	Liquor Fund Allotment	136	140	150
5.6	Grants from Local Units:			
5.7	Road Account Interest	396	321	300
5.8				
	Miscellaneous Revenue			
6.1	Interest Earnings	181	165	200
6.2	Rents and Concessions	420	320	400
6.3	Sale of Fixed Assets - Compensation for Loss			
6.4	Sale of Materials and Supplies			
6.5	Sales of Bonds			
6.6	Other Financing - Capital Lease Obligations			
6.7	Fire & Rescue	12368	10474	10420
6.8	Other	500	432	500
	Contributions and Transfers			
7.1	Transfer From:			
7.2	Transfer From:			
7.3	Transfer From:			
7.4	Loan From:			
7.5	Contribution from Private Sources			
7.6	Beg. Class "C" Road Fund Bal. to be Appropri.			
7.7				
7.8				
7.9				
7.10	Beg. General Fund Balance to be Appropriated			
	TOTAL REVENUES	75881	122778	73145
CONTINUE ON PAGE 4 WITH PART III				

Name Portage Town		Fiscal Year Ended June 30,		2012
Part III General Fund Expenditures				
Expenditure (a)		Prior Year Actual Exp. (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	General Government			
1.1	Administration	29662	31717	36550
1.2	Auditor			
1.3	Other Professional Services			
1.4	Elections			
1.5	Other			
1.6				
1.7				
1.8				
	Public Safety			
2.1	Police Department			
2.2	Fire Department	10309	52463	10200
2.3	Animal Control and Regulation			
2.4				
2.5				
2.6				
	Public Health			
3.1	Health Services			
3.2				
3.3				
3.4				
	Highway and Public Improvements			
4.1	Construction			
4.2	Repair and Maintenance	15757	29155	26750
4.3	Road Acct. Balance Forward	7378		
4.4	Road Acct. Balance Debit		-4651	-2750
4.5				
	Parks, Rec., and Public Property			
5.1	Park and Park Areas	5488	15268	3700
5.2	Recreation and Culture	2000	2869	3000
5.3	Libraries			
5.4	Cemeteries			
5.5				
5.6				
5.7				
CONTINUE ON PAGE 5 WITH PART III				

Name Portage Town		Fiscal Year Ended June 30,		2012
Part III General Fund Expenditures - Continued				
Expenditure (a)		Prior Year Actual Exp. (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	Community and Economic Devel.			
6.1	Community Planning			
6.2	Community Development			
6.3	Economic Development and Assistance			
6.4				
6.5				
6.6				
	Debt Service			
7.1	Principal and Interest			
7.2				
	Transfers and Other Uses			
8.1	Transfer To:			
8.2	General Fund Debit		-4043	-4305
8.3	General Fund Balance Forward	5287		
8.4				
	Miscellaneous			
9.1	Judgments and Losses		0	
9.2	FEMA Reimbursement of Flood Costs			
9.3	Other Flood Costs			
9.4				
9.5				
9.6				
9.7	Budgeted Increase in Fund Balance			
	TOTAL EXPENDITURES	75881	122778	73145
CONTINUE ON PAGE 6 WITH PART IV				

Name	Portage Town	Fiscal Year Ended June 30,	2012	
Part IV	Special Revenue Fund			
Nature of the Fund:				
Description (a)		Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	Revenues			
1.1				
1.2				
1.3				
1.4				
1.5				
1.6				
1.7				
	Other Sources			
2.1	Transfer From:			
2.2	Usage of Beginning Fund Balance			
2.3				
2.4				
2.5				
2.6				
	TOTAL REV AND OTHER SOURCES	0	0	0

	<b>Expenditures</b>			
3.1				
3.2				
3.3				
3.4				
3.5				
3.6				
3.7				
3.8				
3.9				
	<b>Other Uses</b>			
4.1	Transfer To:			
4.2	Budgeted Increase in fund Balance			
4.3				
4.4				
4.5				
4.6				
4.7				
4.8				
	<b>TOTAL EXP AND OTHER USES</b>	0	0	0

Name		Portage Town		Fiscal Year Ended June 30,		2012			
Part V		Debt Service Fund							
Description (a)				Prior Year Actual (b)		Current Year Estimate (c)		Ensuing Year Approved Budget Appropriation (d)	
Revenues									
1.1 Bond Issues (Except Enterprise)									
1.2 Property Taxes									
1.3 Fee-in-Lieu of Property Taxes									
1.4 Interest Income									
1.5 Transfer From:									
1.6 Other:									
1.7									
1.8									
1.9									
1.10									
1.11									
1.12									
TOTAL REVENUE				0		0		0	
1.13 Beginning Fund Balance									
TOTAL AVAILABLE FOR APPROPRIATION				0		0		0	
Expenditures									
3.1 Debt Service									
3.2 Retirement of bonds									
3.3 Interest on bonds									
3.4 Agent's Fees									
3.5 Other:									
3.6									
3.7									
3.8									
3.9									
3.10									
3.11									
TOTAL EXPENDITURES				0		0		0	
3.12 Ending Fund Balance				0		0		0	

Name	Portage Town	Fiscal Year Ended June 30,		2012
Part VI	Capital Projects Fund			
Nature of the Fund:				
Description (a)		Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	Revenues			
1.1	Transfers from General Fund			
1.2	Interest Income			
1.3	Other Additions			
1.4				
1.5				
1.6				
1.7				
1.8				
1.9				
1.10				
1.11				
1.12				
	TOTAL REVENUE	0	0	0
1.13	Beginning Fund Balance			
	TOTAL AVAILABLE FOR APPROPRIATION	0	0	0

	<b>Expenditures</b>			
3.1				
3.2				
3.3				
3.4				
3.5				
3.6				
3.7				
3.8				
3.9				
3.10				
3.11				
	<b>TOTAL EXPENDITURES</b>	0	0	0
3.12	<b>Ending Fund Balance</b>	0	0	0

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<b>Name</b>	<b>Portage Town</b>	<b>Fiscal Year Ended June 30,</b>	<b>2012</b>
<b>Part VII</b>	<b>Other Fund</b>		
<b>Nature of the Fund:</b>			
	<b>Description (a)</b>	<b>Prior Year Actual (b)</b>	<b>Current Year Estimate (c)</b>
			<b>Ensuing Year Approved Budget Appropriation (d)</b>
	<b>Revenues</b>		
1.1	Transfers from General Fund		
1.2	Interest Income		
1.3	Other Additions		
1.4			
1.5			
1.6			
1.7			
1.8	<b>Beginning Fund Balance to be Appropriated</b>		
	<b>TOTAL REVENUE</b>	0	0
	<b>Expenditures</b>		
2.1			
2.2			
2.3			
2.4			
2.5			
2.6			
2.7			
2.8	<b>Appropriated Increase in fund Balance</b>		
	<b>TOTAL EXPENDITURES</b>	0	0

**INSTRUCTIONS:**

- The enterprise budget form is an accrual basis budget. While we acknowledge that a cash budget is critical to the effective operation of any organization, it is more important to know whether the enterprise is operating at a profit or loss on current year revenues and expenses in a fiscal year period. If the enterprise funds are required to follow the same accounting principles for determining profit or loss as a company is, it must be recognized that certain items such as bond proceeds are not revenues because they provide cash, and items such as construction and major improvements of systems are not expenses even though they use cash. Accordingly, it would be helpful for the enterprise to provide a reconciliation section provided at the bottom of the form for cash flow analysis. Net income should not reflect retained earnings.
- A separate budget should be submitted for each enterprise function, such as water and sewer. A combined budget may be prepared only if the function of the enterprise is closely related to the sewer.
- Bonds to be repaid from enterprise funds should be budgeted and reported in the enterprise fund rather than the debt service fund.

**See page 2 of section IV.C.02 in the Uniform Accounting Manual**

cash flow analysis is  
whether the enterprise is  
. Since enterprise  
; that a private  
values even though  
and debt repayment  
/n to use the cash  
ome (loss) should

electric. A  
d, such as water and

prise fund rather

Name Portage Town		Fiscal Year Ended June 30,		2012
Part IX	Enterprise or Internal Service Fund:			
	Description (a)	Prior Year Actual (b)	Current Year Estimate (c)	Ensuing Year Approved Budget Appropriation (d)
	<b>Operating Revenue</b>			
1.1	Charge for Services	46660	50302	52100
1.2	Interest Earned	396	323	300
1.3	Other:			
1.4	Other:			
1.5	Other:			
	<b>TOTAL OPERATING REVENUE</b>	47056	50625	52400
	<b>Operating Expense</b>			
2.1	Personnel Services	9442	12321	12300
2.2	Contractual Services	3200	3000	7000
2.3	Material and Supplies	3453	6769	5000
2.4	Depreciation	12000	12000	12000
2.5	Other: Replace Park Water System			20000
2.6	Other:			
2.7	Other:			
	<b>TOTAL OPERATING EXPENSE</b>	28095	34090	56300
	<b>Non-Operating Revenue (Expense) and Transfers</b>			
3.1	Connection Fees			
3.2	Interest Expense	-11000	-11500	-11500
3.3	Capital Contributions From Outside Sources			
3.4	Operating Transfers From:			
3.5	Operating Transfers From:			
3.6	Operating Transfers From:			
3.7	Operating Transfers From:			
3.8	Operating Transfers To:			
3.9	Operating Transfers To:			
3.10	Operating Transfers To:			
3.11	Operating Transfers To:			
3.12	Other: Fees	1600	1000	800
	<b>NET INCOME (LOSS)</b>	9561	6035	-14600
	<b>Cash Operating Needs</b>			
4.1	Net Income (Loss)	9561	6035	-14600
4.2	Plus: Depreciation	12000	12000	12000
4.3	Plus:			
4.4	Plus:			
4.5	Plus:			
4.6	Less: Major Improvements and Capital Outlay			
4.7	Less: Bond Principal Payments	12572	12838	14500
4.8	Less:			
4.9	Less:			
4.10	Less:			
	<b>TOTAL CASH PROVIDED (REQUIRED)</b>	8989	5197	-17100
	<b>Source of Cash Required</b>			
5.1	Cash Balance at Beginning of Year			17100
5.2	Sale of Investment and Other Current Assets			
5.3	Issuance of Bonds and Other Debt			
5.4	Loans from Other Funds			
5.5	Other:			
5.6	Other:			
	<b>TOTAL CASH PROVIDED (REQUIRED)</b>	0	0	17100